

Instructor Name: Ryan James

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Office Phone: (765) 285 3858

Office: AJ 313

Class meeting time: Variable

Classroom: Variable

Office Hours: (By appointment only)
Tuesday / Thursday: 12 – 3 pm

COURSE INFORMATION

COURSE CREDIT: Three

COURSE DESCRIPTION

Ten or more weeks of supervised summer work-related experience. A selective review process must be passed before enrolling. Paid professional experience under supervision of department and professional sponsors.

Prerequisite: portfolio review by area faculty, overall grade-point average of 2.75, junior standing; permission of the director of the school.

Open only to art majors.

COURSE OVERVIEW

ART369 will build on previously learned design principles and skills, including conceptual thinking, idea development, creative visualization, design production, and software proficiency. These skills are critical for the profession, and our students have a background that will allow them to be an asset in a professional design setting. An internship experience allows the student to apply academic knowledge and skills within a work setting and explore practical, on-the-job experience in preparation for a successful career in graphic design. The experience also helps students understand what they still need to learn and provides an opportunity to build professional networks.

COURSE OBJECTIVES

Participating in a School of Art Internship (ART 369) course is a valuable opportunity for students to apply their academic knowledge and skills in a real work environment, gaining hands-on experience in preparation for a successful career in graphic design. This experience allows students to put their theoretical learnings into practice and helps them identify areas for further development. Additionally, internships provide a platform for students to build professional networks, serving as an excellent pathway into the graphic design industry.

School of Art Internships are overseen academically by a Graphic Design internship coordinator and professionally by a design supervisor. Students can apply their theoretical knowledge, methods, and processes to real-world projects in an organization of their choice. The chosen organization must offer adequate supervision in a safe environment and be equipped with the necessary tools to achieve the agreed-upon learning goals throughout the internship.

The overarching objective is to ensure a positive and beneficial experience for all parties involved in the internship process: the student, the employer, and Ball State University.

COURSE OUTCOMES

Upon completion of this course, students should demonstrate understanding and application of skills and knowledge in the following categories:

- **Design Process:** Understand and apply the design process to conceptualize, develop, and produce design solutions to a specific design project
- **Design Principles:** Understand and use the elements, principles, terms, and theories involved in the study of graphic design effectively in the context of specific design projects
- **Technology:** Utilize industry-standard technology to produce working designs/prototypes, evaluating and selecting the appropriate technology for specific problems
- **Presentation:** Present design work professionally, utilizing industry-standard technology as needed.
- **Critique:** Support and defend your designs and positions and critically analyze and evaluate the designs of others from both Western and non-Western cultures.
- **Collaboration:** Demonstrate the ability to work collaboratively and effectively in teams.
- **Professional Practice:** Apply critical thinking skills, understand the relationship between client and designer, and demonstrate knowledge of professional and ethical behaviors and intellectual property issues

COURSE MODALITY / STRUCTURE

It is essential to identify a supervisor for the student who is well-versed in the intricacies of the creative field and will familiarize them with the organization, provide assignments, and serve as a “contact”

person for questions. It will be the student's responsibility to meet with the Graphic Design faculty coordinator every two to four weeks to share their progress.

Before starting the design internship, the student, the Graphic Design faculty coordinator, and the work supervisor must mutually agree upon the internship start date, end date, and the student's learning objectives and expectations as listed in the "Graphic Design Internship Agreement Document." Expectations can vary for each organization, but the supervisor should generally review the work hours, dress code, overall responsibilities, how to cope with absenteeism, and other work regulations and requirements.

At the end of the internship term, the work supervisor must agree to complete the evaluation of the student.

Students must continue working at the internship organization for the agreed-upon period they are registered. If the internship arrangement is not working as intended for any reason, the Graphic Design faculty coordinator has to be notified by the student before the final course drop period. The student must inform the work supervisor of the last date for dropping a course.

COURSE TIME COMMITMENT

Students must commit to a minimum of 115 hours per semester, with at least 100 hours dedicated to the work and the remainder allocated for faculty meetings and final submission preparation. Students can only enroll in and earn credit for the internship after completing ADS 341.

For many students, balancing schoolwork and work responsibilities may be a new challenge. The design supervisor can support this balance by agreeing on a manageable weekly work schedule and clearly planning work expectations.

COURSE MATERIALS AND FEES

None

COURSE ASSIGNMENTS AND ASSESSMENTS

As a designer, you help to determine the worth of your work and to cultivate respect for the work that you create. You are expected to maintain a high standard of execution and craftsmanship.

GUIDELINES FOR GRADING

The purpose of grading is to pinpoint the strengths and weaknesses of a student's progress as a design intern. The grade in this course will be based on evaluations of the student's professionalism and ability to cover the listed duties in the Graphic Design Internship Agreement document. The Graphic Design

faculty coordinator and the design supervisor will evaluate the student's performance. It will be the student's responsibility to meet with the Graphic Design faculty coordinator every two to four weeks to share the progress of their work and receive feedback for ongoing projects.

Students will prepare a digital portfolio of the work created during the internship and a summary paper explaining what the students learned, accomplished, and experienced and how they performed their internship duties and work expectations. Consult the internship agreement document and project descriptions to learn what should be included in this portfolio.

The paper should be 1200-1500 words, typed and formatted using Adobe Illustrator or InDesign, and converted into a PDF document before submission. The student must submit the portfolio and paper to the Graphic Design faculty coordinator during the last week of the internship semester. The student must also have the evaluation forms completed by the design supervisor and deliver them to the Graphic Design faculty coordinator on time.

The final grade will result from the following:

- 35% of your final grade will be based on the evaluation provided by the design supervisor
- 5% of your final grade will be based on your evaluation of the organization
- 40% of your final grade will be based on the portfolio submission. You are responsible for documenting the process, photographing or creating mockups of the work, assembling a creative portfolio, and submitting it in a professional manner
- 10% of your final grade will be based on the summary paper. Consult the internship agreement document to learn about the important points that should be covered in this summary paper
- 10% of your final grade will be based on your professionalism and punctuality in submitting the materials

UNIVERSITY GRADING SCALE

Grades will be assigned per Ball State University definitions; plus or minus indicate performance relative to the letter grade definition. When reviewing major projects, grading is completed using an evaluation rubric specific to each assignment. Rubric categories are broken down into the following scale:

A = Accomplished - This grade is for work of clearly professional quality and is ready for publishing, requiring virtually no corrections. It is apparent much time and effort went into the planning and design, incorporating and exceeding all constraints and limitations.

B = Proficient - This grade is for work of professional quality and is ready for publishing with minor revisions. It is apparent a good amount of time and effort went into the planning and design, meeting all the constraints and developing the limitations to their fullest.

C = Competent - This grade is for work that has a problem in at least one area. It is an adequate first draft but needs major revisions before publishing. Student could have put in more time and effort at home or in the lab. No creative processes are used and no decisions are made or risks taken.

D = Novice - This grade is for work that is clearly unacceptable, even in the classroom setting. The design is flawed and needs to be rethought. Basic principles of design are ignored. The student falls short of the constraints of the piece or misses deadlines.

F = Failing Grade - Failure to meet the requirements of the course.

BALL STATE UNIVERSITY GRADING SCALE

LETTER GRADE	% EQUIVALENCY	GPA EQUIVALENCY
A	94 to 100	4.000
A-	90 to 93	3.667
B+	87 to 89	3.333
B	84 to 86	3.000
B-	80 to 83	2.667
C+	77 to 79	2.333
C	74 to 76	2.000
C-	70 to 73	1.667
D+	67 to 69	1.333
D	64 to 66	1.000
D-	60 to 63	0.667

F	59 or lower	0
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COURSE STATEMENTS AND POLICIES

ATTENDANCE POLICY

The School of Art Internship is a structured program requiring a minimum of 10 weeks of supervised professional experience. Students must complete at least 115 hours over the semester, including a minimum of 100 on-site hours. The remaining hours are reserved for faculty meetings and preparation of final submissions.

Students must follow all attendance expectations set by their host organization. In the event of an absence, students are required to notify both their site supervisor and the Graphic Design faculty coordinator as soon as possible. Together, the supervisor and student should establish weekly working hours and create a tentative schedule for the internship.

Throughout the 10-week program, students are required to meet with the instructor at least six times. The first meeting will be used to review the course syllabus, discuss internship expectations, and set the remaining meeting schedule. Students may request additional meetings at any time to discuss progress or seek guidance.

One unexcused absence from required meetings with the instructor is permitted during the 10-week course. Each additional unexcused absence may reduce the final course grade by two letter grades (e.g., from A to C). Three or more unexcused absences will result in automatic failure of the course.

Attendance and punctuality are critical to the success of the internship. Both factors will contribute to the site supervisor's evaluation of the student's performance. If attendance concerns arise, the supervisor should notify the Graphic Design faculty coordinator. Persistent attendance problems may lead the employer to terminate the internship, which may result in a reduced course grade.

FUNERAL AND BEREAVEMENT LEAVE

Students will be excused from class for funeral leave in the event of the death of a close friend or a member of the student's family or household. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

- three school days - Within 150 miles radius of Muncie

- four school days - Between 150-300 miles radius of Muncie
- five school days - Beyond 300 miles radius of Muncie
- seven school days - Outside of North America

If the student cannot attend the funeral services, the student will be allowed three school days for bereavement. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for the assignment missed.

PARTICIPATION POLICY

This course is designed with a meeting every two to four weeks with the Graphic Design faculty coordinator to discuss the progress of the internship and other forms of regular discussions and communication. It is the student's responsibility to meet with the Graphic Design faculty coordinator.

There are times when I'll need to reach the student for submission guidelines, changes in due dates, and other important announcements. Therefore, you must maintain a Ball State University email account and check it daily, or as close to daily as is reasonable. If you prefer using a non-BSU email address, set up your BSU account to forward the email to the other one.

ACTIVE COMMUNICATION

If at any point you need clarification about your standing in the course, please schedule an appointment to meet with me. Please do not hesitate to ask me for assistance. You are responsible for actively participating in your learning and seeking clarity as you need it.

EMAIL POLICY

Email (aside from personal conversation) is my preferred method of communication. Any formal communication from me to the class via email will be to your university web address or posted as an announcement on Canvas.

Emails must be sent using your BSU email account or they will not be opened.

Your questions are very important to me. I am here, after all, to support your learning journey. However, please understand that I am not on-call 24/7. I will answer emails within 2 business days; inquiries are not likely to be answered on holidays. Please do not expect me to return your email at 9:30 p.m.; just because you work late does not mean that I will be available then.

LATE ASSIGNMENT POLICY

At the start of the internship, we recommend that the supervisor and student create a list of learning

objectives and expectations to serve as the roadmap for the student's time with the organization. The work supervisor and the student will decide upon all deadlines. All projects are due on the due dates indicated by the supervisor.

The student will be responsible for submitting all necessary paperwork, portfolio, and summary paper to the Graphic Design faculty supervisor by the agreed upon due date during the internship semester's last week.

PROJECT SUBMISSION POLICY

All projects should be submitted in the format requested in the project description. These may include a physical deliverable, PDFs, jpegs, or docs.

Projects, unless otherwise indicated, should be submitted within a properly named subfolder in your designated OneDrive folder.

UNIVERSITY POLICIES

UNIVERSITY STATEMENT

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

DISABILITY STATEMENT

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services](#) office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

FREEDOM OF EXPRESSION STATEMENT

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State

University's [Statement on Freedom of Expression](#), the resources on Ball State's [Freedom of Expression webpage](#), and [Ball State's Beneficence Pledge](#).

UNIVERSITY GRADE APPEAL POLICY

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the [University Grade Appeal Policy and Process](#).

STUDENT ACADEMIC ETHICS POLICY

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's [academic integrity website](#) (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the [University Student Academic Ethics Policy](#).

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.

- Soliciting others to complete work for you.

CANVAS AND STUDENT PRIVACY

CANVAS ACCESSIBILITY

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

FERPA AND PRIVACY

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

SUPPORT SERVICES

THE WRITING CENTER

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

THE LEARNING CENTER

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on “Navigate” in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: [BallStateLC](#).

THE COUNSELING CENTER

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found [here](#).

THE FINANCIAL WELLNESS OFFICE

The Ball State University Financial Wellness Office provides free and confidential financial education services to all students. Our mission is to help you take control of your finances and achieve your financial goals. We are located in Lucina Hall, Room B32, and can be reached at 765-285-3939 or via email at financialwellness@bsu.edu. Our services include personalized financial coaching, workshops, and resources on topics such as budgeting, debt management, financial aid literacy, credit building, and planning for your future. We also provide tools to help you tackle your eBill, navigate student loans, and make informed financial decisions. Whether you’re looking to create a budget, reduce financial stress, or set a path toward financial freedom, our team is here to support you. To learn more or schedule an appointment, please click our link here [Financial Wellness Appointment Link](#) or reach out directly.

THE BASIC NEEDS HUB

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the [Basic Needs Hub](#). The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a [Basic Needs Assistance Form](#).

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances.

ART 369: COURSE CALENDAR: SPRING 2026

Week 1:	Introduction to Course Syllabus Project Introduction
Week 2:	Progress check via meeting with instructor
Week 3:	Work week
Week 4:	Progress check via meeting with instructor
Week 5:	Work week
Week 6:	Progress check via meeting with instructor
Week 7:	Work week
Week 8:	Progress check via meeting with instructor
Week 9:	Work week
Week 10:	Progress check via meeting with instructor
Week 11:	Work week
Week 12:	Progress check via meeting with instructor (optional)
Week 13:	Work week
Week 14:	Progress check via meeting with instructor (optional)
Week 15:	Work week

Week 16: Final submissions due Monday, April 27